

Interviews User Guide

January, 2025

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Getting started

Overview

The topics in this section cover how to access the Interviews module and manage bookings.

Target audience


- Teachers
- Administration Staff

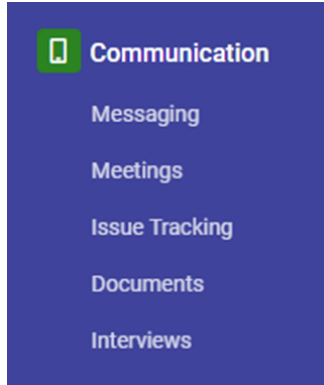
Content

- Accessing Interviews
- Upcoming Interviews
- Manage Bookings
- Enter Bookings Manually
- Print Schedules
- Export Attendees and Non-Attendees
- Request an Interview
- Parent Request for Interview
- Refresh Students
- Booking Overview
- Manage Online Session Details
- Publish to Portal

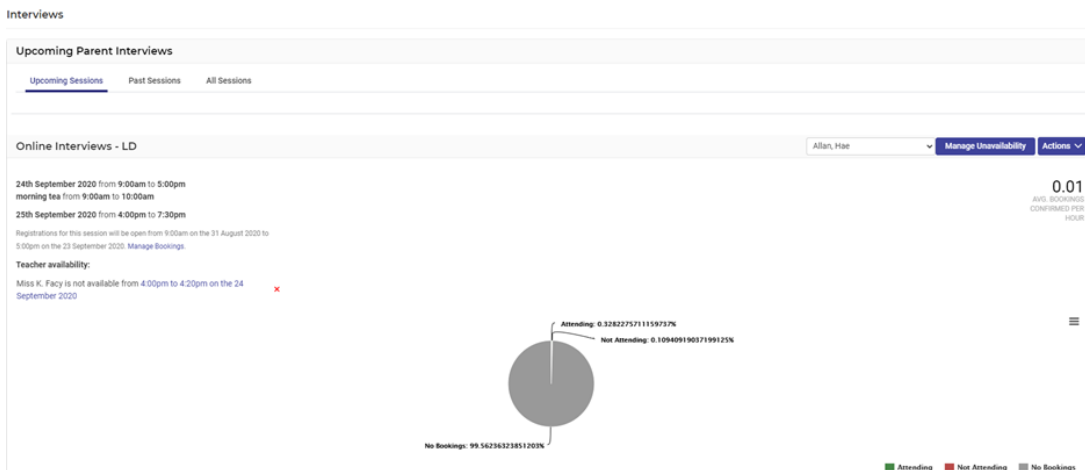
Accessing Interviews

The following procedure is to show users how load absences for staff and covering the teachers.

1. To select the Interviews module, select the waffle button .
2. The Sentral module screen displays select Interviews from Communication Group.



The Interviews screen displays.



The Home screen will default to any upcoming Parent Interview Session(s). From this home page teachers can manage their availability for interviews as well as:

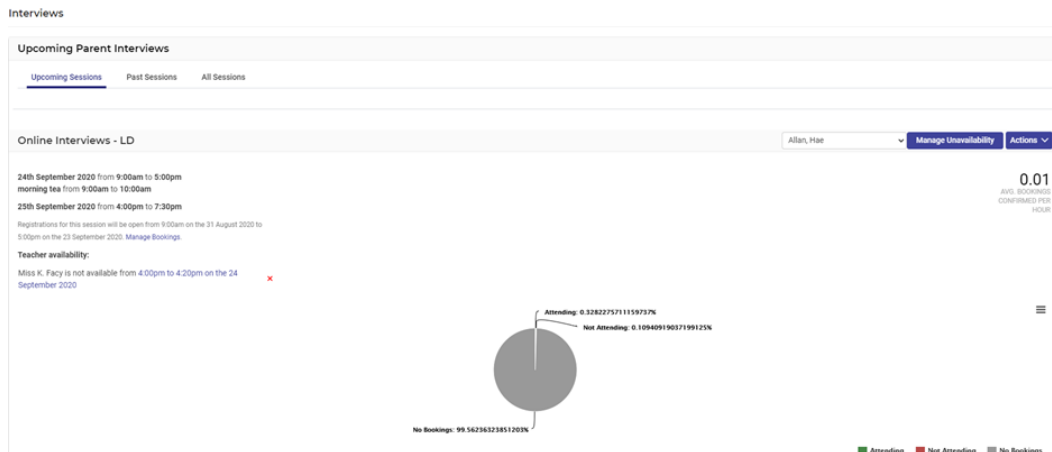
- printing and exporting Interview schedules
- parent requests and
- Interview management and confirmations.

View upcoming interviews

1. Select the Sentral menu icon  and choose **Interviews**.

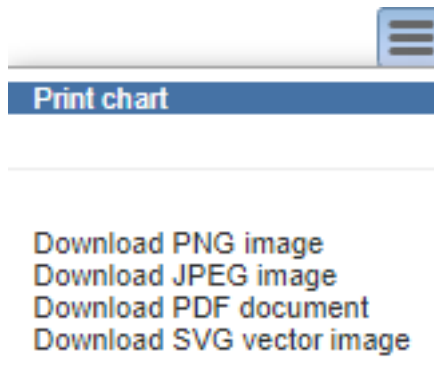


The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions. The pie chart represents the percentage attending, not attending and yet to book. Scroll to the right-hand side of screen to view the graph percentages.



2. Select the Chart Print Icon .

You can print the chart or download it as an image. Select the image type you want from the dropdown list.



3. Select a tab to view a session type - Upcoming, Past or All Interview sessions.

Upcoming Sessions

Past Sessions

All Sessions

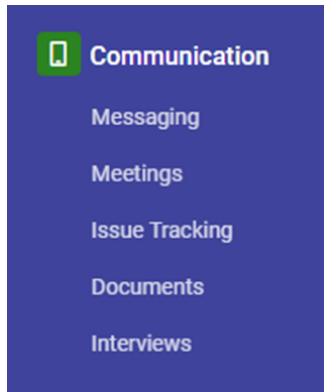
Manage bookings

Overview

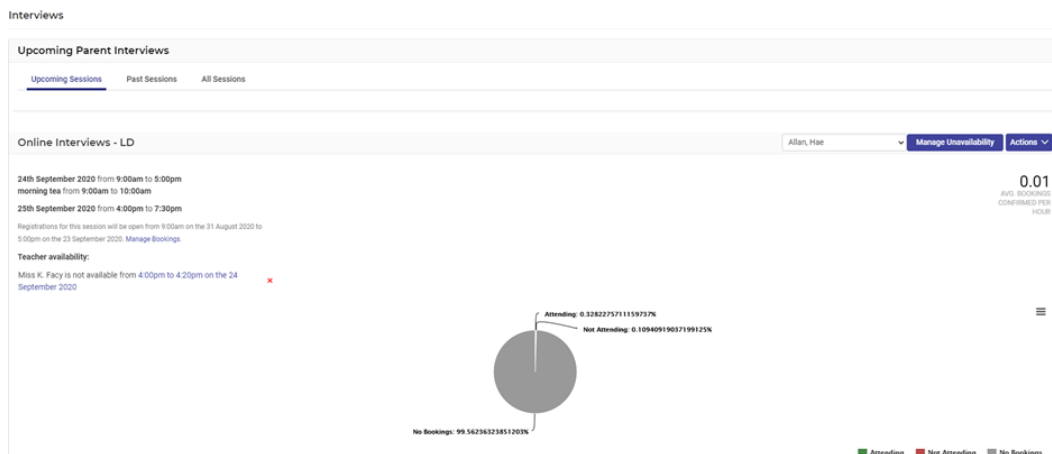
Use the information in this topic to add, modify and delete bookings from parents quickly and easily.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.

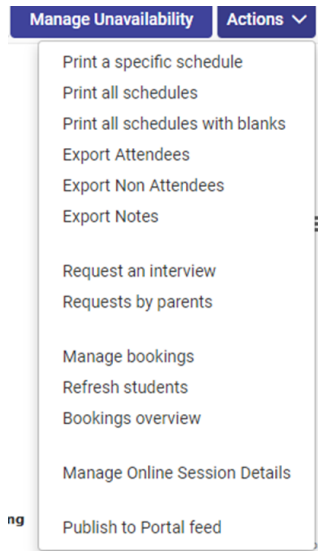


The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

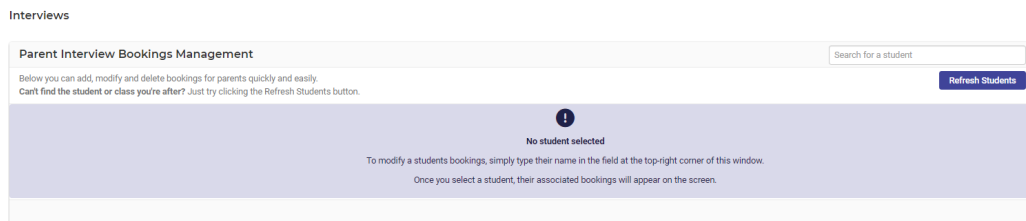


2. Do one of the following:

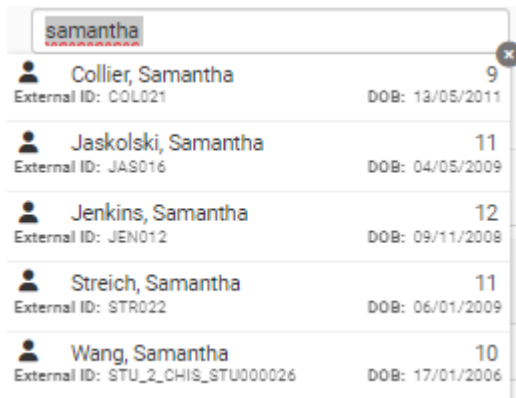
- Select the **Manage Bookings** link in the details to the left of the session panel.
- Select **Actions** and choose **Manage Bookings** from the list.



The Parent Interview Bookings Management screen displays. This is where you can add, modify and delete bookings from parents.



3. To modify a student booking, enter the student's surname in the search bar and select the student from the list.



- In the pop-up that displays, select the parent you want to perform this action against, or enter a parent name in the textbox and select **Save**

Dialog ✕

Please select a parent you want to perform this action against or enter a parent name in the textbox and click "OK"

Portal Parents

Jack Wang
Jane Wang

Create Custom Parent

Parent Name

Save **Cancel**

A list of selected interview times for the selected student displays.

Subject	Class	Teacher	Parent (if available)	Appointment
Civics and Citizenship	9CV		ref garcia	No appointments available
Music	9MUS		ref garcia	No appointments available
Visual Arts	9VG		ref garcia	No appointments available
Health and PE	9HEA	Ms Le Grand	ref garcia	9:15am
Mathematics	9MAT	Ms Aston	ref garcia	10:15am
Science	9SCI	Mr Corbette	ref garcia	11:30am
English	9ENG	Mr Glanville	ref garcia	12:00pm
NYA	10A	Mr Khan	ref garcia	1:15pm
Ancient History	9ANC	Mrs Monaghan	ref garcia	2:00pm
Drama	9DRA	Mr Harger	ref garcia	3:00pm
Geography	9GEO	Mrs Skayhill	ref garcia	4:45pm
History	9HS	Mr Pappin	ref garcia	Select TimeSlot

- To modify an appointment time, select the time button in the Appointment column, and then select the new appointment time from the options displayed.

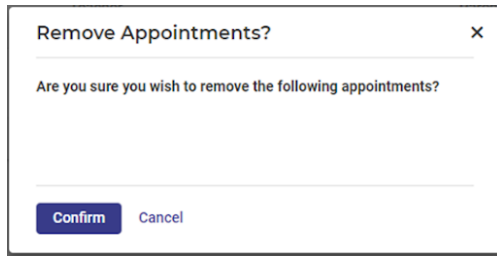
Ensure you also look at the date selector in case interviews are across more than one day

Timeslots Not required

31/12/2024 Tue

9:00am	9:15am	9:30am	9:45am
10:00am	10:15am	10:30am	10:45am
11:00am	11:15am	11:30am	11:45am
12:00pm	12:15pm	12:30pm	12:45pm
1:00pm	1:15pm	1:30pm	1:45pm
2:00pm	2:15pm	2:30pm	2:45pm
3:00pm	3:15pm	3:30pm	3:45pm
4:00pm	4:15pm	4:30pm	4:45pm

-
6. Select **Confirm Appointments** and then in select **Confirm**.



The student's summary screen is updated.

7. To remove appointments, select **Remove Appointments**.

A pop-up displays, prompting you to confirm the following appointments.

8. Select **Confirm**.

The student's summary screen is updated.

Manage unavailability

Overview

Use the information in this topic to manage teacher unavailability for a session. Each session has a Manage Availability button for the teachers of classes linked to that session.

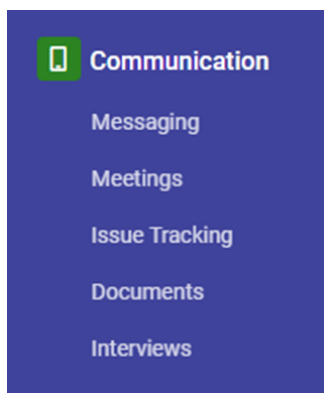
Allan, Hae ▼ Manage Unavailability Actions ▼



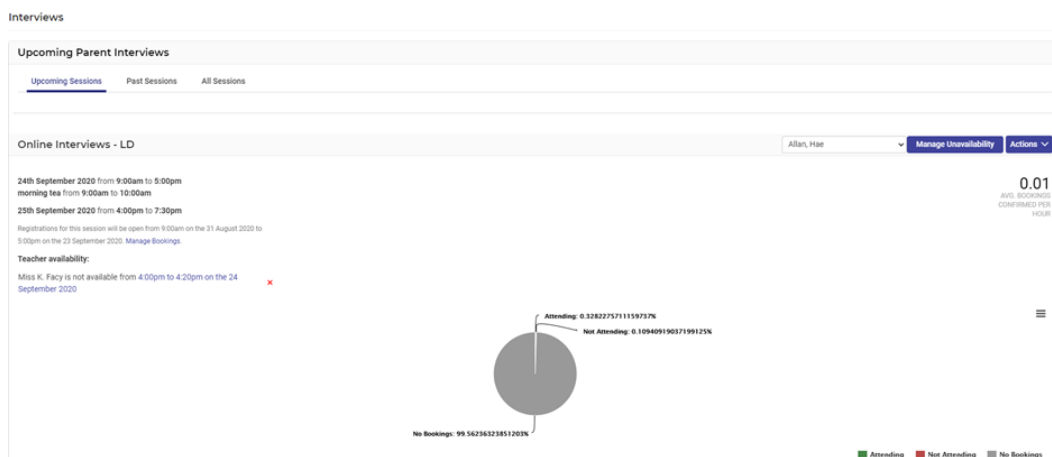
Note: If this feature has been switched on, you will only see and be able to manage your own sessions. You will not see or be able to manage other teachers' sessions.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.



The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.



2. Select **Manage Unavailability**.

Manage Unavailability ×

Staff Name Hae Allan


Date

Between 9:00am and 5:00pm

Reason

Save Cancel

3. In Manage Unavailability:

- a. Select the date.
- b. Set the times you are not available.
- c. Enter a reason.
- d. Select  .

Your unavailability is updated and registered with the Interview Session Details.

Print interview schedules

Overview

There are three options for printing interview schedules:

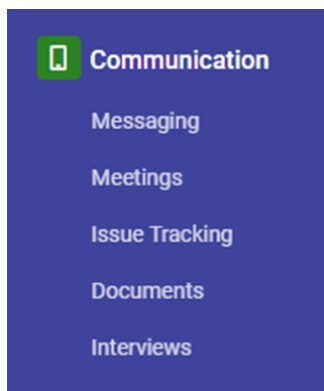
- Print a specific teacher's schedule - with or without the bookings to date
- Print all teachers' schedules
- Print all schedules with blank spaces.



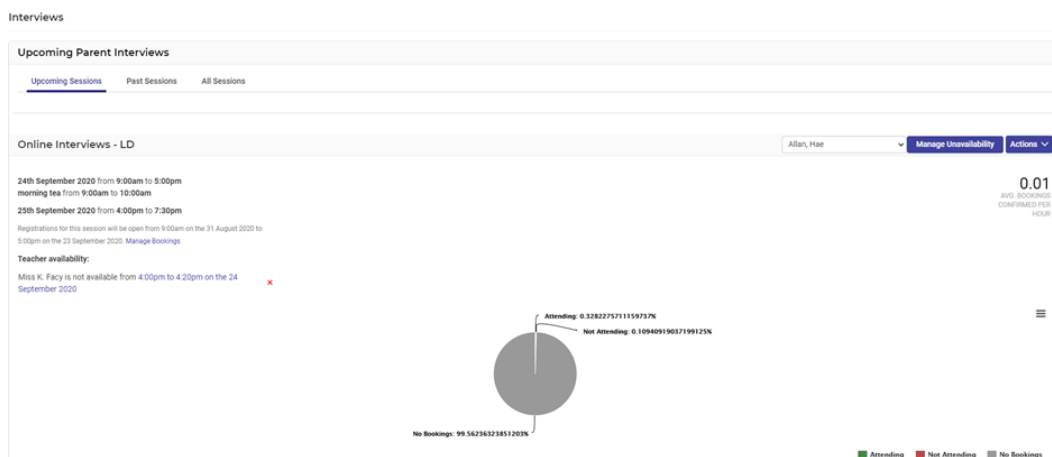
Note: This feature is only for Teachers. Administrators can perform the same action via the Specific Teacher's Schedule process.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.

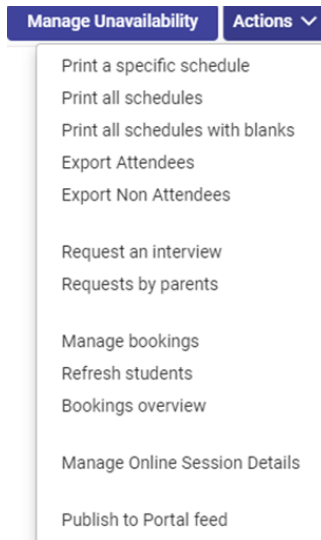


The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

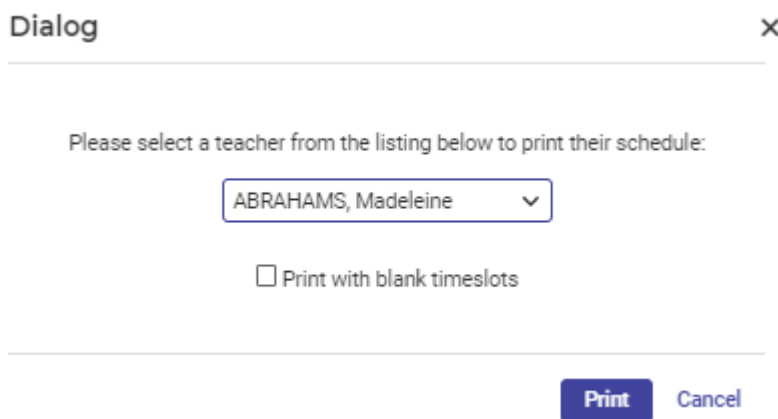


2. Select a session from the Upcoming Parent Interviews screen.

3. Select **Actions** and choose a print option.



If you chose to Print a Specific Schedule, a pop-up prompts you to choose a teacher first, and whether to include blank timeslots.



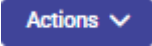
4. Select options and then select **Print** to generate of the report.
5. Select to view the report in a browser window or download it to a local drive.

Export session attendees and non-attendees

Overview

Use the information in this topic to export household members who are attending the interview and those who are not attending the interview.

Steps

1. Select an Upcoming Parent Interview Session.
2. Select the -  and choose **Export Attendees**.
This creates an excel spreadsheet that you can save to file and print.
3. Select **Export Non-Attendees**.
This creates an excel spreadsheet that you can save to file and print.

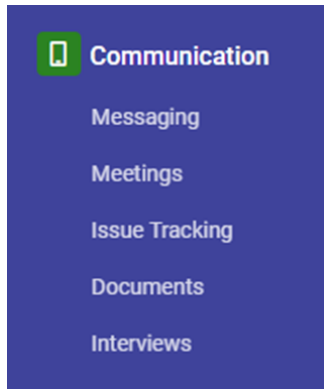
Export interview session notes

Overview

Use the information in this topic to export the notes added from each interview.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.

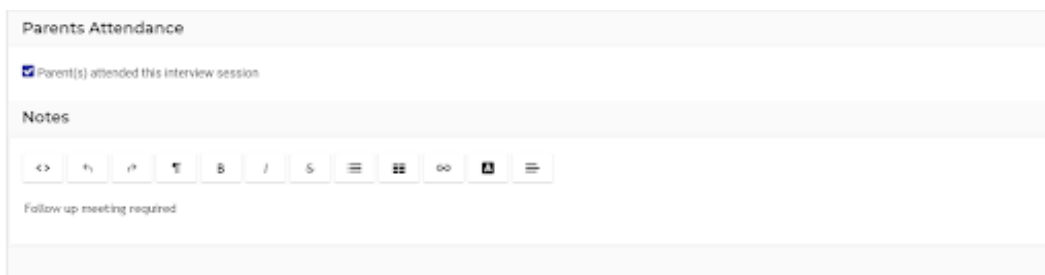


The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

2. Select the interview session you want to view.



3. Select the student to add notes from the interview and tick if parents attended the session.



4. Select  and choose **Export Notes**.

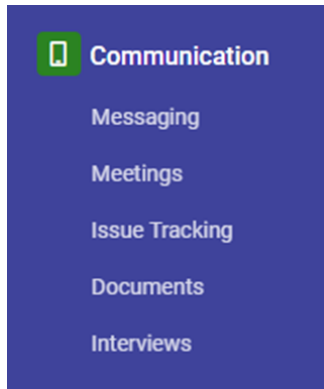
Request an interview with a parent

Overview

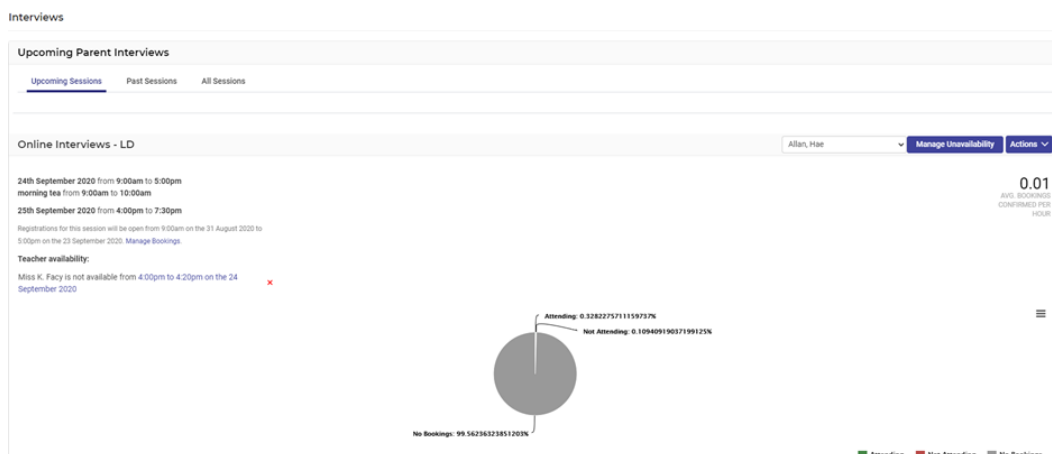
Use the information in this topic to request an interview with a parent.

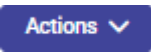
Steps

1. Select the Sentral menu icon  and choose **Interviews**.

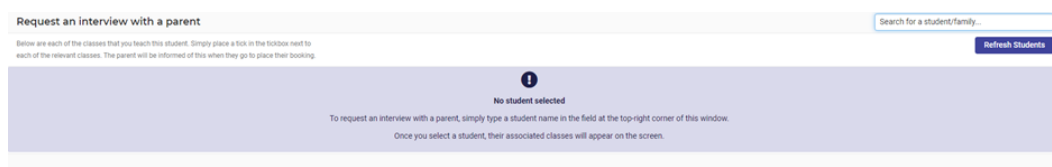


The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions



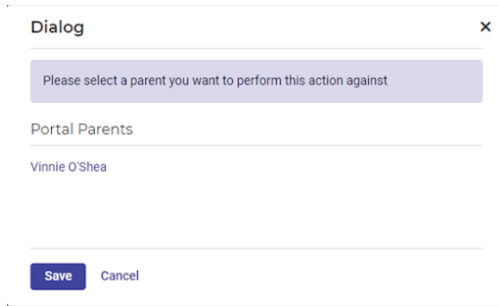
2. Select an upcoming parent interview session.
3. Select  and choose **Request an Interview**.

The Request an interview with a parent screen displays.



4. Enter the student's name in the top right-hand corner.

5. In the pop-up that displays, select the parent's name and select **Save**.




The screen updates with the student details and an option to Request an Interview.



6. Tick this option.

7. Select **Confirm Interview Requests**.

A confirmation message displays.

 We've successfully saved your interview requests!

Manage parent request for an interview

Overview

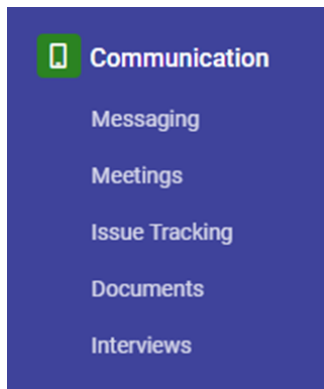
This option displays a list of parents who have requested a meeting with you or other teachers of the same class, however there were no timeslots left.




Note: You'll need to manually complete these bookings.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.



The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

2. Select an upcoming parent interview session.
3. Select  and choose **Request by parents**.

The Interview Requests by Parents screen displays.

If there are parents requesting interviews via the Portal and there are no time slots left, their names will be listed on this screen.

Interview Requests by Parents				
<small>The following parents have requested a meeting with either yourself or the teachers shown below as part of this interview session. These meetings must be arranged manually with these parents as the teacher(s) below have no available timeslots left.</small>				
Subject	Class	Teacher	Parent & Student Details	Comments
N/A	EXT		Parent: Clara Banks Student: Renita ATKINS Manage bookings	Parent manually requested a meeting with this teacher
N/A	EXT		Parent: Clara Banks Student: Alex ACKMAN Manage bookings	Parent manually requested a meeting with this teacher

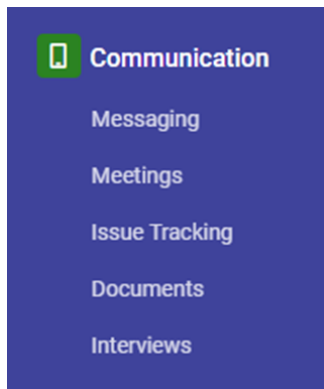
Refresh students

Overview

Use the information in this topic to re-import student lists for an interview session.

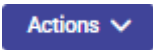
Classes are 'shadow copied' into the interview module when an interview session is created. This is done to allow a list of students and subjects to be 'frozen' at that particular point in time, so student/class changes afterwards are not reflected.

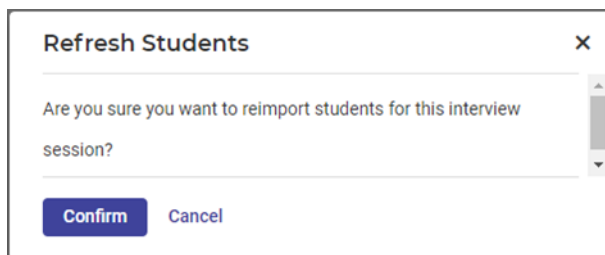
1. Select the Sentral menu icon  and choose **Interviews**.




The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

2. Select an upcoming parent interview session.

3. Select  and choose **Refresh Students** if you would like to update students and subjects for the interview session.



4. In the pop-up that displays, select  .

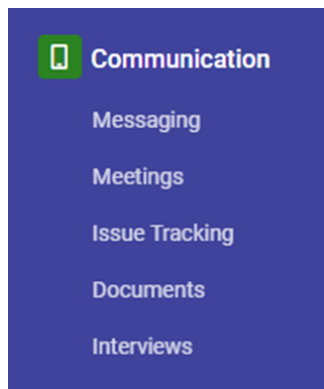
View class student list for an interview session

Overview

Use the information in this topic to view a list of all the students in your classes for an interview session and the appointments they have booked.

Steps

1. Select the Sentral menu icon  and choose **Interviews**.



The Interviews home screen displays. The home screen defaults to any upcoming parent interview sessions.

2. Select an upcoming parent interview session.

3. Select  and choose **Bookings Overview** from the dropdown list.

The booking overview for the session displays.

Booked time slots are blocked out in green.

A table titled 'Booking Overview - Year 9 Parent Teacher Meeting'. It has two columns: 'Teacher' and 'Appointments'. The 'Teacher' column lists: ALLAN, Hae; ANDERSEN, Willa; ANGLISS, Nickole; and ANSELL, Tracee. The 'Appointments' column shows a grid of time slots. Green bars indicate booked slots for each teacher. A 'Print Schedule for all Teachers' button is in the top right corner.

Teacher	Appointments
ALLAN, Hae	
ANDERSEN, Willa	
ANGLISS, Nickole	
ANSELL, Tracee	

4. To print, select **Print Schedule for all Teachers**.